

May 20, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

CHILD SUPPORT SERVICES DEPARTMENT MANAGEMENT APPOINTMENT

Consistent with the August 4, 1998 and December 5, 2000 Board-approved policies on management appointments, we have reviewed and are recommending Board approval of the Child Support Services Department's (CSSD) two attached requests to promote both Ms. Lori Cruz and Ms. Julie Paik to the Management Appraisal and Performance Plan Deputy Director, CSS Unclassified (UC), Item 1733A, Range 14. Ms. Cruz will receive a 10 percent promotional increase at an annually salary of \$124,714 with placement in the Third Quartile. Ms. Paik's promotional increase will be 16.2 percent at an annually salary of \$110,253 with placement in the Second Quartile which is below the Control Point.

As Deputy Director, Ms. Cruz will be responsible for Branch Operations, supervising nine divisions headed by eight Head Attorneys and one Attorney IV (see attached organizational chart and salary listing). All of the Head Attorneys' salaries exceed the annual salary requested for Ms. Cruz. Ms. Cruz started with the department in February 1990 as an Attorney I and was promoted to Attorney IV in October 2001. She has acted as a Head Attorney at the West Covina office on several occasions and is currently in charge of the Employee Relations Division.

Ms. Paik, as Deputy Director, will be responsible for Special Services that includes the Call Center, Special Projects, Appellate, Case Account Services and Family Services/Community Outreach. Three of her five Division Chief subordinates all make more than her proposed annually salary (see attached organizational chart and salary listing).

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Ms. Paik currently works as a Family Law Facilitator with the Superior Court where she started in October 1997. She is also a member of the Child Support Advisory Board and works closely with the State Department of Child Support Services. Her expertise in Family Law, working knowledge of the CSSD, extensive management and operational skills, and experience in supervising both legal and non-legal personnel make her very qualified for the position and at the annual salary as requested by the department.

Both Ms. Cruz and Ms. Paik will report to Steven Golightly, Chief Deputy and will act in his absence. The Deputy Director (UC) positions were created during the transition of Family Support from the District Attorney's Office and became effective July 1, 2001. The positions are currently budgeted and vacant.

In accordance with the policy on managerial appointments, please advise this office if you would like these requests placed on an upcoming agenda for Board action. Unless otherwise instructed by Friday, May 31, 2002, we will authorize the CSSD to proceed with these appointments.

DEJ:DL
WW:RMC:ljp

Attachments

c: Executive Officer, Board of Supervisors
County Counsel
Director of Personnel
Child Support Services Department

mapp.bm